

SECTION III – REPORTING
CHAPTER 6 –AUDIT CHECKLIST& QUESTIONNAIRE

TO BE COMPLETED BY BOARD SECRETARY/BUSINESS ADMINISTRATOR

**CHECKLIST FOR ANNUAL AUDIT
CURRENT OPERATING FUND**

SCHOOL YEAR 2001-2002

- () 1. Complete Comprehensive Annual Financial Report (CAFR) as of June 30, 2002.
- () 2. Trial balance reflecting adjusting and closing entries as of June 30, 2002, as support for the CAFR.
- () 3. All books and records of the board secretary/business administrator including but not limited to:
 - a. General Journal for FY 2001-2002
 - b. Special Purpose Journals for FY 2001-2002
 - c. General Ledgers for FY 2001-2002
 - d. Revenue Subsidiary Ledgers for FY 2001-2002
 - e. Expenditure Subsidiary Ledgers for FY 2001-2002
 - f. Chart of Accounts for FY 2001-2002
- () 4. Analyses of open purchase orders at June 30, 2002. Separate lists must be prepared for accounts payable and reserve for encumbrances.
- () 5. Monthly reconciliations of all checking accounts including Bond and Interest Account.

Bank Statements for 13 months, including related canceled checks, debit and credit memos, returned by the bank and duplicate deposit tickets for the period July 1, 2001 through July 31, 2002.
- () 6. List of Investments, if any, outstanding as of June 30, 2002.
- () 7. Copies of all applications, third party contracts (when applicable), revenue verification notices, all approved budgets and budget modifications in connection with State and Federal Aid, including information on all approved special programs or projects.
- () 8. Copies of required financial Special Project Completion Reports filed in connection with State, Federal or special projects, such as IASA, Vocational reports, etc. Copies of prior year Special Project Completion Reports and copies of warrants remitting unexpended balances that were not approved for carryover to the grantor agency.
- () 9. Monthly statutory financial statements of the Secretary (Form A-148) and Treasurer (A-149).
- () 10. Minute book, complete and properly signed.
- () 11. All vouchers, properly documented, and purchase orders should be available for inspection and review.

- () 12. A separate file including copies of all legal advertisements, such as the adopted budget, requests for bids, and resolutions awarding contracts or agreements for professional services.
- () 13. All contracts, agreements, leases, and bids received in connection with the advertising referred to above. Contracts which the school board has entered into with the State Division of Purchase and Property in the purchase of materials, supplies or equipment for the school district must be available for review by the school district auditor.
- () 14. A schedule of all insurance coverage and fidelity bond coverage in effect during the year, and the related policies or continuation certificates on hand.
- () 15. All employee contracts.
- () 16. An analysis of any balance in the net payroll or payroll agency account.
- () 17. Monthly and quarterly remittance returns for all payroll agencies.
- () 18. All tuition contracts for sending/receiving between public schools, private schools for the disabled, and/or regional day schools and billings rendered on these contracts.
- () 19. The Treasurer of School Moneys should have his or her records in order and available during the course of audit.
- () 20. Approved Demonstrably Effective Program Operational Plan and Early Childhood Program Operational Plan, the 2001-2002 Budget Statement Supporting Documentation Items 15 (Early Childhood Program Aid) and 16 (Demonstrably Effective Program Aid) which represent the approved plan, approved Carryover Funds forms and approved Transfer Notification Forms.
- () 21. Schedule of the amounts reimbursed by the state for the current year FICA employer contribution for its TPAF members on an accrual basis.
- () 22. Analysis for each balance sheet account balance as of June 30, 2002 not listed above.
- () 23. Universal Service Fund Form 470 (E-rate), Description of Services Requested and Certification and Form 471, Services Ordered and Certification. If received, Form 486, Receipt of Service Notification, and funding commitment letter, if applicable.
- () 24. The 2001-2002 District Report of Transported Resident Students (DRTRS) Eligibility Summary Report produced by the department and the 2001-2002 DRTRS Eligibility Summary Report produced by the DRTRS data collection software.
- () 25. Summary Schedule of Prior Audit Findings prepared in accordance with USOMB Circular A-133 section .315, if applicable.
- () 26. Latest CEIFA- state aid printout reflecting the state aid for the 2001-2002.
- 27. Abbott Districts:
 - () a. School-based budgets (first, second, cohorts only)
 - () b. Whole School Reform Implementation Plan (first, second, mid-year second and third cohorts only)
 - () c. Additional Abbott v. Burke State aid funding documents (including approval letter, district budgetary analysis, final reverse prioritization listing, etc.)
 - () d. Fiscal year 2002 IASA Consolidated Application

CHECKLIST FOR ANNUAL AUDIT STUDENT ACTIVITY FUND

(NAME OF SCHOOL)

SCHOOL YEAR 2001-2002

COMMENTS

- () 1. Monthly bank reconciliations of all checking accounts:

Bank statements for 13 months, including related canceled checks returned by the bank and duplicate deposit slips for the period July 1, 2001 through July 31, 2002.

- () 2. Cash Receipts and Cash Disbursements Journal.

- () 3. General Ledger of School Accounts.

- () 4. Paid and unpaid Invoices and Payment Forms covering School Year.

- () 5. Savings Account Pass Books or Certificates, including interest credited to June 30.

- () 6. Petty Cash Fund (including unreimbursed invoices) and School Change Fund, if applicable.

- () 7. Prenumbered receipts for the period July 1, 2001 through July 31, 2002.

- () 8. Copy of Annual Cumulative Report of Cash Receipts, Cash Disbursements and Balances at June 30, including completion of bank reconciliation at June 30, 2002.

- () 9. Copies of board resolutions approving each fund.

**CHECKLIST FOR ANNUAL AUDIT
FOOD SERVICE FUND**

(NAME OF SCHOOL)

SCHOOL YEAR 2001-2002

- () 1. Monthly bank reconciliations of all checking accounts.
 - a. Bank Statements for 13 months, including related canceled checks, returned by the bank and duplicate deposit slips for the period July 1, 2001 through July 31, 2002.
- () 2. Cash Receipts and Cash Disbursements Journal.
- () 3. General Ledger.
- () 4. Paid invoices and unpaid invoices applicable to the school year.
- () 5. Savings Account Pass Books or Certificates, including interest credited to June 30.
- () 6. Petty Cash Fund (including unreimbursed invoices) and School Change Fund, if applicable.
- () 7. Prenumbered receipts or billings for the period July 1, 2001 through July 31, 2002 for special affairs.
- () 8. Daily Cash Register tapes, properly identified, and daily cashier reports, indicating reconciliation to deposit.
- () 9. Reimbursement vouchers filed and schedule of claims receivable as of June 30.
- () 10. Copies of advertisements for bids, and copies of such bids awarded.
- () 11. Schedule of any receivables or payables as of June 30.
- () 12. Schedule of closing inventory of food and supplies.
- () 13. Copy of Annual Cafeteria Managers' Report of Operation for the school year.
- () 14. Agreement for School Nutrition Programs dated, signed by authorized representative and approved by New Jersey State Department of Education/Agriculture Officials.
- () 15. Eligibility documents for free and reduced price meals.
- () 16. Meal count records and or daily summary sheets of number and type of meals served.
- () 17. Food Service Management Company contract (if applicable).
- () 18. Paid invoices to Food Service Management Company with fully itemized and verified bills (if applicable).
- () 19. Food Service Management Company SAS #70/#88 report (if applicable).

NEW JERSEY DEPARTMENT OF EDUCATION
DIVISION OF FINANCE

A U D I T Q U E S T I O N N A I R E 2001-2002

SCHOOL DISTRICT _____ COUNTY _____

TAX ID NUMBER _____

Each item must be answered. Irregularities shown by answers given to questions must be covered by a comment and recommendation in the Auditors' Management Report. Space provided for "Remarks" should be used where a question cannot be answered by "Yes" or "No" or requires a qualification. Attach additional sheets to this questionnaire for questions requiring additional space. **Please submit two copies of this questionnaire to the department; Abbott districts are asked to submit four copies to the department. The department is requesting that the auditor's peer review be attached to this Audit Questionnaire.**

1. Was the school district able to demonstrate an accounting system that was maintained in accordance with Governmental GAAP and the State prescribed publication entitled GAAP for New Jersey School Districts, A Technical Systems Manual?

Yes _____ No _____

REMARKS (Required if answer is no) _____

2. Were copies of the following reports completed and available for examination?

	<u>Yes</u>	<u>No</u>	<u>Not Applicable</u>
Treasurer's Monthly Financial Statements. (N.J.S.A. 18A:17-36) (Form A-149)	_____	_____	_____
Secretary's Monthly Financial Report filed on a monthly basis. (N.J.S.A. 18A:17-9a) (Form A-148)	_____	_____	_____
Was the year-end report (June 30, 2001 A-148) prepared by the secretary, passed by board resolution and reflected in the minutes of the Board of Education at the July meeting?	_____	_____	_____
T.P.A.F. Reimbursement for June 30.	_____	_____	_____
Vocational Education.	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

REMARKS: _____

3. Were the following Cash Reconciliations prepared monthly? If no, explain.

	<u>Monthly</u>		
	<u>Yes</u>	<u>No</u>	<u>N/A</u>
General Operating Fund	_____	_____	_____
Capital Projects Fund	_____	_____	_____
Food Service Fund	_____	_____	_____
Net Salary Account	_____	_____	_____
Payroll Agency Account	_____	_____	_____
Athletic Fund	_____	_____	_____
Non-Expendable Trust Funds (N/A for GASB 34 Model)	_____	_____	_____
Expendable Trust Funds (N/A for GASB 34 Model)	_____	_____	_____
Permanent Fund (if implementing GASB 34)	_____	_____	_____
Student Activity Accounts	_____	_____	_____
Bond and Coupon Account	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

REMARKS: _____

4. (A) Was the following information verified utilizing the bookkeeping records, maintained in accordance with Governmental GAAP?

	<u>Yes</u>	<u>No</u>	<u>N/A</u>
Tuition Billings	_____	_____	_____
Tuition Accounts Receivable	_____	_____	_____
Rental Billings	_____	_____	_____
Rental Revenue Accounts Receivable	_____	_____	_____
Miscellaneous Revenue	_____	_____	_____

	<u>Yes</u>	<u>No</u>	<u>N/A</u>
Miscellaneous Revenue Accounts Receivable	_____	_____	_____
Accounts Payable (including liabilities due to grantor agencies)	_____	_____	_____
Outstanding Purchase Orders	_____	_____	_____
Analysis of Net Payroll Account Balances	_____	_____	_____
Analysis of Payroll Agency Account Balances	_____	_____	_____
(B) Was the audit checklist completed and used by the board secretary/business administrator and were the records ready for audit?			
	Yes _____	No _____	

REMARKS: _____

5. Were the following revenue verification notices on hand for examination?

	<u>Yes</u>	<u>No</u>	<u>N/A</u>
Restricted State Aid	_____	_____	_____
Nonpublic School State Aid	_____	_____	_____
Vocational Education	_____	_____	_____
E.S.E.A./IASA Funds (List by Funds)			
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
Other: _____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

6. Were certifications obtained by the auditor from the Municipal Treasurer(s) for the date and amount of payments of installments of the Local Tax Levy?

Yes _____ No _____ N/A _____

REMARKS: _____

7. (A) Were the minutes properly signed? Yes _____ No _____

- (B) Are pre-numbered pages and/or marginal notes used in the maintenance of the minutes? Yes _____ No _____

- (C) In connection with Board action, were the following subject matters recorded in the minutes?

	<u>Yes</u>	<u>No</u>	<u>N/A</u>
Full spread of the adopted detailed budget			
N.J.S.A. 18A:22-8			
Full detail of Budget Transfers			
N.J.S.A. 18A:22-8.1			
Results of Election			
N.J.S.A. 18A:14-61			
Organization Meeting			
N.J.S.A. 18A:10-5			
Establishment of Petty Cash Fund			
N.J.S.A. 18A:19-13, N.J.A.C. 6:20-2A.8			
Official Depositories			
N.J.S.A. 18A:17-34			
Official Newspaper Designated			
N.J.S.A. 18A:18A-21			
Bill or Voucher List			
N.J.S.A. 18A:19-4			
Request for Local Property Taxes			
<u>R.S.</u> 54:4-75 (Forms T-1 & T-2)			
Change Orders on Awarded Contracts			
N.J.S.A. 18A:22-21 and N.J.S.A. 18A:22-40			
Authorizations for Advertisement of Bids			
N.J.S.A. 18A:18A-21			
Summary of Bids Received			
N.J.S.A. 18A:18A-21			
Award of Contracts Bid			
N.J.S.A. 18A:18A-36			
Designation of EUS			
N.J.S.A. 18A:18A-5			
Capital Improvement Authorizations, Proposals and/or Adoptions			
N.J.S.A. 18A:22-18 and N.J.S.A. 18A:22-39			
Monthly Financial Report of the Treasurer of School Moneys (Form A-149)			
N.J.S.A. 18A:17-36			
Monthly Financial Report of the Secretary (Form A-148)			
N.J.S.A. 18A:17-9			

	<u>Yes</u>	<u>No</u>	<u>N/A</u>
Investments-Authorization, Purchase and Recording N.J.S.A. 18A:20-37 and N.J.S.A. 18A:20-38	_____	_____	_____
Reading and discussion of recommendations of the Annual Report of Audit N.J.S.A. 18A:23-5	_____	_____	_____
Applicable Resolutions of Cancellations	_____	_____	_____
Establishment of Capital Reserve Fund P.L.2000, c.72 (C.18A:7G-31)	_____	_____	_____
Transfers to the Capital Reserve Fund of undesignated general fund balance or excess undesignated general fund balance. P.L.2000, c.72 (C.18A:7G-31)	_____	_____	_____

REMARKS: _____

8. Type I District Minutes.

(A) Did the board of school estimate fix and determine by official action the amount of money necessary to be appropriated for the ensuing school year? Yes _____ No _____

(B) Were certificates of such amounts delivered to the board and to the governing body of the district per N.J.S.A. 18A:22-14? Yes _____ No _____

9. (A) Are records maintained in conformance with requirements prescribed by the state board of education per N.J.A.C. 6A:23-2.1? Yes _____ No _____

(B) If an electronic data processing bookkeeping service company is used, is an audit of the internal controls of the service company on file per N.J.A.C. 6A:23-2.7? Yes _____ No _____

10. (A) Condition of Records: Comment on needed improvements.

	<u>Satisfactory</u>	<u>Unsatisfactory</u>
Treasurer-General	_____	_____
Secretary-General	_____	_____
Food Service	_____	_____
Payroll	_____	_____
Athletic Funds	_____	_____
Student Activity Funds	_____	_____
Bond and Coupon	_____	_____
Other:		
_____	_____	_____
_____	_____	_____
_____	_____	_____

(Add additional pages where necessary)

REMARKS:

(B) Are the Treasurer's records maintained independently of the Board Secretary's?

Yes _____ No _____

REMARKS:

(C) Were records of the Treasurer and Board Secretary reconciled on a monthly basis?

Yes _____ No _____

REMARKS:

(D) In your opinion, are the books and records of any official in such unsatisfactory condition that comment and recommendation is made in the Audit Report?

Yes _____ No _____ N/A _____

If answer is "yes", specify the officials referred to _____

11. (A) Were all payrolls approved by the Superintendent and certified by the Secretary and President of the Board prior to issuance of salary checks?

Yes _____ No _____

REMARKS:

(B) Were bank deposits to Payroll Salary and Agency accounts detailed as to sources of Appropriations, Special Funds, Refund or Other Sources?

Yes _____ No _____

(C) Where outside services (computer services, etc.) are utilized, are the records adequate and do they leave an "audit trail?"

Yes _____ No _____

REMARKS:

12. (A) Is there a requisition system operative in the district?

Yes _____ No _____

(B) Is there a sequential purchase order system operative in the district?

Yes _____ No _____

(C) Comment on improvements needed to comply with the Governmental GAAP Accounting System.

(D) Are purchase orders numerically recorded in a central register?

Yes _____ No _____

(E) Is an encumbrance system utilized in accordance with Governmental GAAP?

Yes _____ No _____

REMARKS:

13. (A) Are there credit cards utilized by board members and employees? Yes _____ No _____
If answer is "yes", a comment and recommendation is required.

14. (A) Are tuition contracts available for sending/receiving between public schools, private schools for the disabled and/or regional day schools using the state prescribed contract form?

Yes _____ No _____

(B) Are billings being rendered according to the terms of the state prescribed contract forms?

Yes _____ No _____

15. Were the monthly certifications of line-item appropriations and fund status filed in accordance with *N.J.A.C. 6A:23-2.11* and Division of Finance Policy Bulletin 200-11?

Yes _____ No _____

(If no, appropriate comments and recommendations must be included in the annual audit report)

16. Expenditure Classification Test Results Summary

Dollar Value of Items Tested	\$ _____
Dollar Value of Errors Noted	\$ _____
Dollar Value Error Rate	_____ %
Total Expenditures*	\$ _____

*General Fund and Special Revenue Fund excluding on-behalf payments for TPAF.

QUESTIONS 17 THROUGH 22 ARE APPLICABLE ONLY TO ABBOTT SCHOOL DISTRICTS WITH FIRST, SECOND, **MID-YEAR SECOND AND THIRD** COHORT SCHOOLS:

17. Were the school-based budgets available for all schools, within the district, implementing whole school reform? Yes _____ No _____

18. Were the whole school reform plans available for each **whole school reform** school? Yes _____ No _____

19. Were the Additional Abbott v. Burke state aid funding documents available? Yes _____ No _____

20. Was the district budget revised to reflect the approval of additional Abbott v. Burke state aid and the reverse prioritization listing? Yes _____ No _____

21. Did the district obtain approval to operate a Title I Schoolwide Program in each of its first, second, **mid-year second and third** cohort schools? Yes _____ No _____

22. Is the district appropriately assisting the State in maximizing federal participation pursuant to section 7 of P.L. 1968, c.413 (C.30:4D-7) (SEMI Medicaid Program)? Consider the following:

a. Has the district appointed a SEMI Coordinator? Yes _____ No _____

b. Has the district applied for participation in the SEMI program with the Department of Education, Medicaid and DMG-MAXIMUS? Yes _____ No _____

Question 22 (continued)

- c. Do the IEPs identify services which are eligible for reimbursement under the SEMI program?
Yes _____ No _____
- d. Does the district have a process for capturing new students eligible for the SEMI program?
Yes _____ No _____
- e. Does the district have a process for acquiring parental consent for students eligible for the SEMI program?
Yes _____ No _____
- f. Are reevaluations of the students in the SEMI program performed at least annually?
Yes _____ No _____
- g. Does the district have a process for documenting expenditures eligible for reimbursement under the SEMI program?
Yes _____ No _____
- h. Has the district been submitting Turnaround Documents for reimbursement on a monthly basis?
Yes _____ No _____

23. Calculation of Excess Surplus - Complete applicable portion of Section 1A for non-Abbott districts or 1B for Abbott districts. Complete Section 2 and if the total of Section 2 is **greater** than applicable portion of Section 1, enter the difference in Section 3. If the difference results in a negative, enter a zero in Section 3.

NOTE: See related discussion on EXCESS SURPLUS in The Audit Program (Section II, Chapter 10 or the “Abbott Addendum” for Abbott school districts with first, second, mid-year second or third cohort schools).

SECTION 1A - Non Abbott Districts

A. 3% Calculation of Excess Surplus

Approved 3% Surplus Level per Department of Education
(Commissioner SGLA 2002-03 listing)

\$ _____ (A)

Increased by: Allowable Adjustment *

\$ _____ (K)

Maximum Unreserved/Undesignated Fund Balance [(A)+(K)]

\$ _____ (M)

B. 6% Calculation of Excess Surplus (2001-02 expenditures of \$100 million or less)

2001-02 Total General Fund Expenditures

\$ _____ (B)

Decreased by:

On-Behalf TPAF Pension & Social Security

\$ _____ (B1)

Assets Acquired Under Capital Leases

\$ _____ (B2)

Adjusted 2001-02 General Fund Expenditures [(B)-(B1)-(B2)]

\$ _____ (B3)

6% of Adjusted 2001-02 General Fund Expenditures

[(B3) times .06]

\$ _____ (B4)

Enter Greater of (B4) or \$75,000

\$ _____ (B5)

Increased by: Allowable Adjustment *

\$ _____ (K)

Maximum Unreserved/Undesignated Fund Balance [(B5)+(K)]

\$ _____ (M)

SECTION 1A - Non Abbott Districts (continued)**C. 6% Calculation of Excess Surplus (2001-2002 expenditures greater than \$100 million)**

2001-02 Total General Fund Expenditures \$ _____ (B)
 Decreased by:
 On-Behalf TPAF Pension & Social Security \$ _____ (B1)
 Assets Acquired Under Capital Leases \$ _____ (B2)
 Adjusted 2001-02 General Fund Expenditures [(B)-(B1)-(B2)] \$ _____ (B3)
 2001-02 General Fund Expenditures in excess of \$100 million
 [(B3) minus \$100,000,000] \$ _____ (B4)
 3% of General Fund Expenditures in excess of \$100 million
 [(B4) times .03] \$ _____ (B5)
 (B5) Plus \$6,000,000 \$ _____ (B6)
 Increased by: Allowable Adjustment * \$ _____ (K)
 Maximum Unreserved/Undesignated Fund Balance [(B6)+(K)] \$ _____ (M)

SECTION 1B – Abbott Districts

(This section has been revised for 2001-02)

(Refer to the “Abbott Addendum” for detailed instructions on completing this calculation.)

GASB 34 Model - Note that throughout this SECTION 1B, the exhibit numbers for those implementing GASB 34 are shown as italicized bold type in parentheses after the original pre GASB 34 exhibit numbers.**A. 2% Calculation of Excess Surplus (All districts receiving additional Abbott v. Burke state aid in either 2001-02 or 2002-03 must complete this calculation at June 30, 2002 using 2% on line A10.)**

2001-02 Total General Fund Expenditures reported on Exhibit A-2 **(C-1)** \$ _____ (A)
 Less: Expenditures allocated to restricted federal resources
 as reported on Exhibit B-5 **(D-2)** \$ _____ (A1)
 2001-02 Adjusted General Fund & Other State Expenditures [(A)-(A1)] \$ _____ (A2)
 Decreased by:
 On-Behalf TPAF Pension & Social Security \$ _____ (A3)
 Assets Acquired Under Capital Leases:
 General Fund 10 Assets Acquired Under Capital Leases
 Reported on Exhibit B-4 **(C-1a)** \$ _____ (A4)
 Add: General Fund & State Resources Portion of Fund 15
 Assets Acquired Under Capital Leases:
 Assets Acquired Under Capital Leases in Fund 15
 Reported on Exhibit B-4 **(C-1a)** \$ _____ (A5)
 Combined General Fund Contribution & State Resource
 % of Fund 15 Resources Reported on Exhibit B-5 **(D-2)** _____ % (A6)
 General Fund & State Resources Portion of Fund 15
 Assets Acquired Under Capital Leases [(A5)*(A6)] \$ _____ (A7)
 Total Assets Acquired Under Capital Leases [(A4)+(A7)] \$ _____ (A8)
 Adjusted 2001-02 General Fund Expenditures [(A2)-(A3)-(A8)] \$ _____ (A9)

SECTION 1B – Abbott Districts (continued)**2%** of Adjusted 2001-02 General Fund Expenditures[(A9) times **.02**]

\$ _____ (A10)

Enter Greater of (A10) or \$75,000

\$ _____ (A11)

Increased by: Allowable Adjustment *

\$ _____ (K)

Maximum Unreserved/Undesignated Fund Balance [(A11)+(K)]

\$ _____ (M)

B. 6% Calculation of Excess Surplus (2001-02 expenditures of \$100 million or less – line (B9))**(This calculation is not to be completed by districts that received additional Abbott v. Burke state aid in 2001-02 or will receive additional Abbott v. Burke state aid in 2002-03.)**2001-02 Total General Fund Expenditures reported on Exhibit A-2 **(C-1)** \$ _____ (B)Less: Expenditures allocated to restricted federal resources
as reported on Exhibit B-5 **(D-2)**

\$ _____ (B1)

2001-02 Adjusted General Fund & Other State Expenditures [(B)-(B1)] \$ _____ (B2)

Decreased by:

On-Behalf TPAF Pension & Social Security

\$ _____ (B3)

Assets Acquired Under Capital Leases:

General Fund 10 Assets Acquired Under Capital Leases

Reported on Exhibit B-4 **(C-1a)**

\$ _____ (B4)

Add: General Fund & State Resources Portion of Fund 15

Assets Acquired Under Capital Leases:

Assets Acquired Under Capital Leases in Fund 15

Reported on Exhibit B-4 **(C-1a)**

\$ _____ (B5)

Combined General Fund Contribution & State Resources

% of Fund 15 Resources Reported on Exhibit B-5 **(D-2)**

_____ % (B6)

General Fund & State Resources Portion of Fund 15

Assets Acquired Under Capital Leases [(B5)*(B6)]

\$ _____ (B7)

Total Assets Acquired Under Capital Leases [(B4)+(B7)]

\$ _____ (B8)

Adjusted 2001-02 General Fund Expenditures [(B2)-(B3)-(B8)] \$ _____ (B9)

6% of Adjusted 2001-02 General Fund Expenditures[(B9) times **.06**]

\$ _____ (B10)

Enter Greater of (B10) or \$75,000

\$ _____ (B11)

Increased by: Allowable Adjustment *

\$ _____ (K)

Maximum Unreserved/Undesignated Fund Balance [(B11)+(K)]

\$ _____ (M)

SECTION 1B – Abbott Districts (continued)**C. 6% Calculation of Excess Surplus (2001-02 expenditures greater than \$100 million—line (C9))**

(This calculation is not to be completed by districts that received additional Abbott v. Burke state aid in 2001-02 or will receive additional Abbott v. Burke state aid in 2002-03.)

2001-02 Total General Fund Expenditures reported on Exhibit A-2 **(C-1)** \$ _____ (B)
 Less: Expenditures allocated to restricted federal resources
 as reported on Exhibit B-5 **(D-2)** \$ _____ (B1)
 2001-02 Adjusted General Fund Expenditures [(B)-(B1)] \$ _____ (B2)

Decreased by:

On-Behalf TPAF Pension & Social Security \$ _____ (B3)
 Assets Acquired Under Capital Leases:
 General Fund 10 Assets Acquired Under Capital Leases
 Reported on Exhibit B-4 **(C-1a)** \$ _____ (B4)
 Add: General Fund & State Resources Portion of Fund 15
 Assets Acquired Under Capital Leases:
 Assets Acquired Under Capital Leases in Fund 15
 Reported on Exhibit B-4 **(C-1a)** \$ _____ (B5)
 Combined General Fund & State Resources Contribution
 % of Fund 15 Resources Reported on Exhibit B-5 **(D-2)** _____ % (B6)
 General Fund & State Resources Portion of Fund 15
 Assets Acquired Under Capital Leases [(B5)*(B6)] \$ _____ (B7)
 Total Assets Acquired Under Capital Leases [(B4)+(B7)] \$ _____ (B8)

Adjusted 2001-02 General Fund Expenditures [(B2)-(B3)-(B8)] \$ _____ (B9)

2001-02 General Fund Expenditures in excess of \$100 million
 [(B9) minus \$100,000,000] \$ _____ (B10)

3% of General Fund Expenditures in excess of \$100 million
 [(B10) times .03] \$ _____ (B11)

(B11) Plus \$6,000,000 \$ _____ (B12)
 Increased by: Allowable Adjustment * \$ _____ (K)

Maximum Unreserved/Undesignated Fund Balance [(B6)+(K)] \$ _____ (M)

SECTION 2 – All Districts

Total General Fund - Fund Balances @ 6-30-02 \$ _____ (C)
 Decreased by:

Reserved for Encumbrances \$ _____ (C1)
 Legally Restricted – Designated for Subsequent Year's
 Expenditures \$ _____ (C2)
 Excess Surplus – Designated for Subsequent Year's
 Expenditures ** \$ _____ (C3)
 Other Reserved Fund Balances \$ _____ (C4)
 Unreserved -- Designated for Subsequent Year's
 Expenditures \$ _____ (C5)

Total Unreserved/Undesignated Fund Balance [(C)-(C1)-(C2)-(C3)-(C4)-(C5)] \$ _____ (U)

SECTION 3 – All Districts

Reserved Fund Balance – Excess Surplus***[(U)-(M)] IF NEGATIVE ENTER -0- \$_____ (E)

Recapitulation of Excess Surplus as of June 30, 2002

Reserved Excess Surplus – Designated for Subsequent Year's Expenditures **	\$_____ (C3)
Reserved Excess Surplus ***[(E)]	\$_____ (E)
Total [(C3) + (E)]	\$_____ (D)

- * This adjustment line (as detailed below) is to be utilized for Impact Aid, Sale and Lease-back (Refer to the Audit Program Section II, chapter 10), and Extraordinary Aid if applicable (Refer to the Audit Program Section II, Chapter 10 for restrictions on the inclusion of extraordinary aid).

Detail of Allowable Adjustments

Impact Aid	\$_____ (H)
Sale & Lease-back	\$_____ (I)
Extraordinary Aid	\$_____ (J)

Total Adjustments[(H)+(I)+(J)] \$_____ (K)

- ** This amount represents the June 30, 2001 Excess Surplus (C3 above) and must be included in the Audit Summary Worksheet Line 10025. Only districts that did not received additional Abbott v. Burke state aid in 2001-02 would have an amount on this line at June 30, 2002. If the district received additional Abbott v. Burke state aid in 2001-02, the June 30, 2001 excess surplus was required to be budgeted in 2001-02.

- *** Amount must agree to the June 30, 2002 CAFR and Audit Summary Worksheet Line 10024.

(Abbott districts receiving additional Abbott v. Burke state aid in 2002-03 must budget excess surplus generated at June 30, 2002 in 2002-03.)

THIS QUESTIONNAIRE MUST BE SEPARATELY FILED WITH THE OFFICE OF FISCAL POLICY AND PLANNING WITH EACH REPORT OF AUDIT FOR THE YEAR ENDING JUNE 30, 2002. IT IS NOT TO BE BOUND IN THE REPORT.

 SIGNATURE OF PUBLIC SCHOOL ACCOUNTANT